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ADMINISTRATIVE SERVICE

Security Officer/CIA

3 April 1952

Chief, Administrative Service

Security Survey of the Courier Service

1. Reference is made to your memorandum of 11 March 1952 transmitting the report on security survey of the courier service and requesting advice on action taken with respect to the recommendations.

2. The report contains nine findings and thirteen recommendations. Some of these refer to other offices such as OCD and, I presume, that appropriate comments will be forwarded to you from the office to which the recommendation or finding pertains. My comments on the findings and recommendations which refer to this office are stated below:

FINDINGS:

"(1) (a) No itemized receipt is furnished to CIA for copies of cables given to TS Courier by E.C.A. and Office of Secretary of State, State Department; and (b) copies of cables are not wrapped when given to TS Courier by Office of Secretary of State."

We are not receipting for copies of cables from E.C.A. In connection with Office of Secretary of State we are recording in their outgoing log book the cables picked up by our couriers. The State Department appears to be inconsistent in their handling of cables; one office wraps them and the other office does not. We believe that OCD and IAS should discuss the handling of cables further with E.C.A. and Department of State.

(2) This item pertains entirely to OCD.

(3) This item should be handled by OCD and IAS.

"(4) There is a considerable volume of personal mail picked up and delivered by the couriers each day which imposes an unnecessary burden on the courier service."

All employees have been advised in the past not to have personal mail addressed to them in care of the Agency. This should probably be called to the attention to all new employees in the course of Security Indoctrination Lectures. In addition, a CIA Notice reminding the employees of this requirement will be issued.

"(5) There has been a continuing problem because of (a) failure to properly address material, (b) failure to include sender's name on forms used in connection with material to be sent by Registered Mail, and (c) failure to log."

The failure of offices to properly address mail has been noticed and a CIA Notice has been prepared requesting the cooperation of all offices in this regard. The failure to log mail is not a responsibility of Administrative Service.

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"(6) There are insufficient regular and TS Couriers to use two on each run. This poses a security problem in that one courier, operating alone, could more readily copy, extract, or duplicate a document and, further, when there is a great volume of material being carried, it opens the possibility of the courier leaving some of it in the car unprotected while he is making other pickups and deliveries."

There are now two couriers on all regular runs outside of Buildings except the cable run at 6:30 a.m., the DKB run at 9:45 a.m., and all Sunday cable runs.

"(7) The only checks on couriers are time and mileage checks and occasional spot checks made by telephoning couriers at pickup points."

We are now in the process of developing a new system which will provide a closer supervision of couriers.

"(8) There is a shortage of courier personnel and those assigned in supervisory capacities are "bogged down" with routine duties. The shortage is accentuated by the detailing of couriers to other CIA offices."

We have had difficulty for some time in getting a sufficient number of couriers to provide adequate service throughout the Agency. This is particularly true now with the expansion of the Agency into Buildings I, J, and Riverside Stadium. A request has recently been submitted for an increase of four couriers and five messengers. If this is granted, we believe that we can improve the courier service throughout the Agency.

"(9) Courier morale is poor because of low pay, lack of opportunity for advancement, ~~and~~ excessive work load."

We believe that the pay scale for the couriers is good and their opportunities for advancement in CIA are better than those in most Government Agencies. In addition, however, we are working with the Personnel Office in developing a promotional program for the couriers.

RECOMMENDATION:

(1) and (2) Both of these refer exclusively to OCD.

"(3) That, if the cooperation of other agencies cannot be obtained, Administrative Service will either have its courier accompanied by another CIA employee who will wrap copies of cables and prepare a manifest-type of receipt, or will have the courier use a lock-type pouch for cable runs."

This procedure is being followed with other categories of mail picked up at the State Department pouch room. It is suggested that OCD and I&S discuss with the State Department the need for all of their offices to comply with our regulation regarding the wrapping of cables.

"(4) That Administrative Service notify Chief, Liaison Division, OCD, of all changes in the approved lists of CIA Couriers as they occur."

Administrative Service has been following this procedure for some time.

(5) This pertains to OCD.

(6) This pertains to OCD and I&S.

"(7) That there be an agency-wide dissemination of instructions to CIA employees to discontinue using the courier service for the transmission of personal mail."

A proposed CIA Notice has been prepared requesting that employees of the Agency not use courier service for personal business.

(8) This refers to OCD.

"(9) That the practice of detailing couriers to other CIA offices be discontinued except in urgent cases."

Occasionally, it is necessary for us to detail couriers to other offices to perform special courier functions. This is particularly true in connection with work in NSC. We believe such details are justified, however, since the function being performed is one which pertains primarily to couriers. In addition, it is necessary to furnish courier service in connection with such activities as the Executive Registry and in servicing the needs of the Transportation Division in picking up tickets, passports, visas, and theatre clearances from various places throughout the metropolitan area. These activities are also ones which are normally performed by couriers.

"(10) That the number of couriers be increased in order that all runs, except special runs, be made by not less than two couriers."

"(11) That one supervisory position be added to Mail Control Section, Administrative Services, in order to free one present supervisor for more active supervision."

I have commented on this subject in Findings Nos. 6, 7, and 8.

"(12) That a continuing survey be conducted by Administrative Service to locate control and security weaknesses in the courier service and to recommend corrective measures."

We are continually surveying the courier service in order to see that we are providing the maximum service and that prescribed procedures are being followed.

"(13) That consideration be given to increasing the salary level of couriers. (In this connection, it is noted that the Armed Services utilize commissioned officers as "Officer Couriers" in transmitting the more sensitive material.)"

We will discuss this problem with Classification again. We believe, however, that couriers are provided with a satisfactory pay scale arrangement. I commented on this in Finding No. 9. However, I would like to make the following additional comments:

a. We recruit couriers usually at Grade 3. If their work is satisfactory, they are usually promoted to Grade 4 within three months. When they continue to show improvement and as vacancies

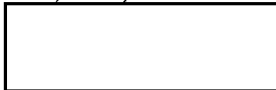
occur, they are promoted to Grade 5. In addition, we have four couriers at Grade 6. These are primarily TS Couriers and, in addition, perform supervisory functions and assist in the training of new couriers.

b. The salary scale for couriers is as follows:

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
GS-3	\$ 2950	\$ 3430
GS-4	3175	3655
GS-5	3410	4160
GS-6	3795	4545

c. It will be noted from the above salary information that the base pay of a GS-3 courier (\$2950) is higher than the base pay for a Second Lieutenant in the Army (\$2736). Also the base pay for a GS-4 courier (\$3175) is higher than that for a First Lieutenant (\$3156).

3. I appreciate the report which you have submitted. I am glad to find that there are no serious security weaknesses which are attributable to this office. I will appreciate any further suggestions that you may have for improvement for the courier service.

/s/ 

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LGC:jm

cc: Chrono

Mail & Courier File

Chief, Rec'ds Mgt. & Dist. Branch ✓